**Section 651.310 Submittal of Requests for Records**

a) Any request for public records should be submitted in writing to the FOIA Officer at the Office of the Treasurer.

b) The Office of the Treasurer has one FOIA Officer.

c) Contact information for the FOIA Officer may be found online at https://illinoistreasurer.gov/foia.

1. FOIA requests may be submitted via mail, e-mail, fax, or hand delivery.

1) Requests via mail or hand delivery, should be addressed and forwarded as follows:

Office of the Illinois State Treasurer

ATTN: FOIA Officer

1 East Old State Capitol Plaza

Springfield, Illinois 62701

2) E-mailed requests should be sent to FOIA@illinoistreasurer.gov, contain the request in the body of the e-mail, and indicate in the subject line of the e-mail that it contains a FOIA request.

3) Faxed FOIA requests should be faxed to (217) 785-8554, Attn: FOIA Officer.

(Source: Amended at 46 Ill. Reg. 1635, effective January 7, 2022)